

Figure 1: Signage matrix














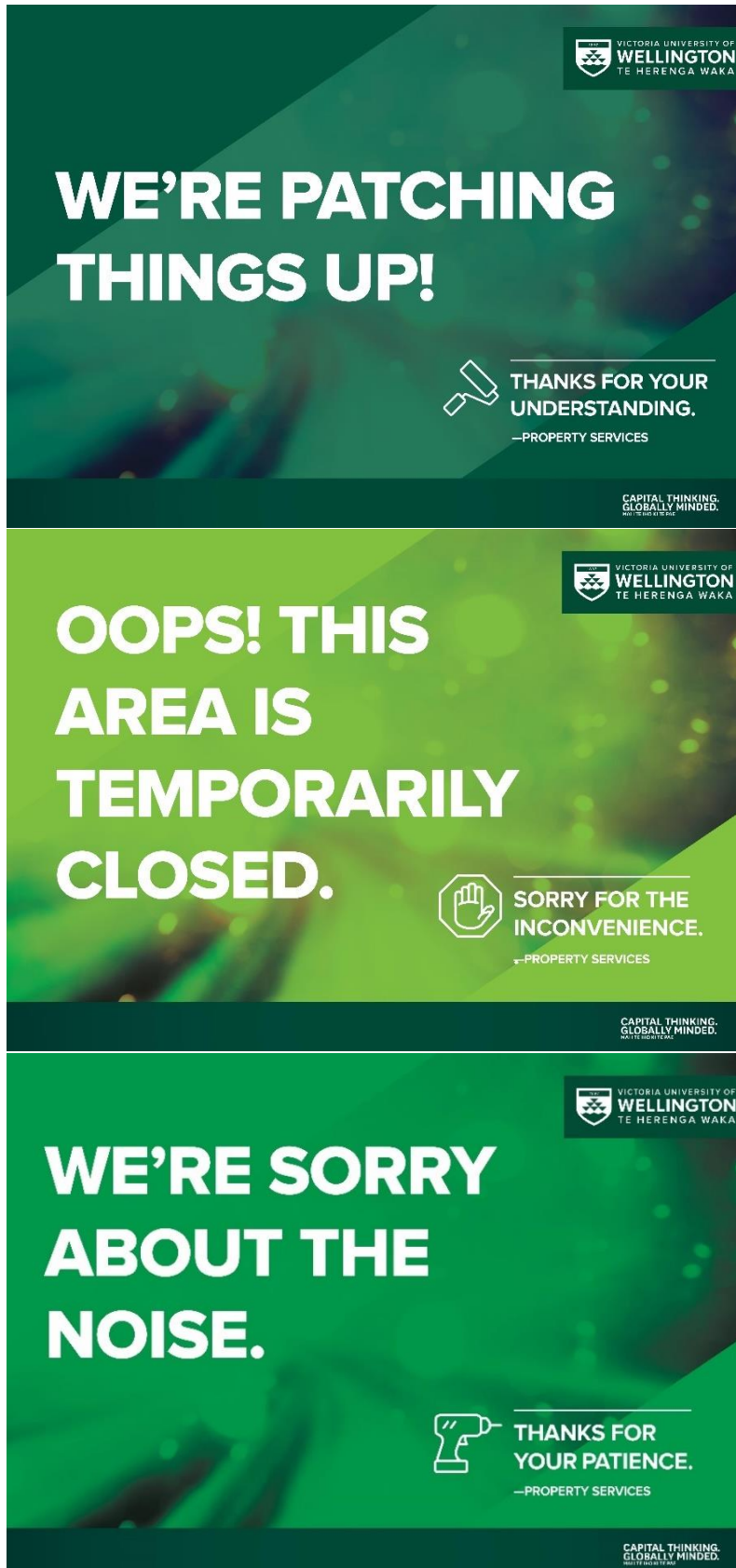
Temporary Signage Matrix								
Who	What	Message		Signage		Attachment		
		When	Example	What	Preference	Where	How	
Contractor	Work Notification	To notify university staff, students or public where an area is closed, broken or being fixed.		Vinyl Dot Printed 300mm diameter.	Primary Method	Any surface either inside or outside.	Self-Adhesive	
				ACM Panel Printed A2.	Secondary Method	Either inside or outside.	Sandwich Board	
				Vinyl Banner Printed 2m high.	For Medium or High Impact and Emergency Works	Inside use only	Retractable Banner	
Project Manager	Relocation	To notify university staff, students, or public where a service or department has been relocated temporarily.		Corflute Board Printed in A2.	Primary Method	Inside use only	Metal Stand	
				ACM Panel Printed in A2.	Secondary Method	Outside use only	Sandwich Board	
	Wayfinding	To notify university staff, students, or public of an alternate access route.		Vinyl Dot Printed in 300mm diameter.	Primary Method	Any surface either inside or outside.	Self-Adhesive	
	Status Update	To notify university staff, students, or public on the status of an ongoing project.		Corflute Board Printed in A2.	Optional Method	Inside use only.	Metal Stand	
	Promotion or campus development (Not temporary)	To notify university staff, students, or public of an ongoing project.		PVC Banner or similar Discuss with Communications and Marketing.	Optional Method	Either inside or outside.	Hoardings	

Figure 2: Signage messages



**OOPS!  
I'M NOT  
WORKING  
AT THE  
MOMENT.**



**SORRY FOR THE  
INCONVENIENCE.**

—PROPERTY SERVICES



CAPITAL THINKING.  
GLOBALLY MINDED.  
HEI TE HIRANGI

**JUST NEED TO  
FIX SOMETHING  
HERE.**



**THANKS FOR  
YOUR PATIENCE.**

—PROPERTY SERVICES



CAPITAL THINKING.  
GLOBALLY MINDED.  
HEI TE HIRANGI